 <b>Independent Verification &amp; Validation Facility</b>	<b>Document Control Custodian Work Instruction</b>	<b>IVV 05-1 Revision: F Effective Date: March 29, 2005</b>
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<b>APPROVAL SIGNATURES</b>		<b>DATE</b>
Gregory Blaney (original signature on file)	Management System Representative	03/04/2005

<b>REVISION HISTORY</b>			
Rev No.	Description of Change	Author	Effective Date
Basic	Initial Release	John Griggs IT/204	04/10/1998
A	Format change	John Griggs IT/204	05/26/1998
B	Quality Records - format changes	John Griggs IT/204	08/26/1998
C	References to Ames Quality Manual replaced with references to IV&V Facility Quality Manual	John Griggs IT/204	09/10/1999
D	Format and Number changes; Delete Reference to Ames Research Center	Griggs	11/17/2000
E	Change reference to Ames to GSFC	Griggs	10/21/2002
F	Annual Review – responding to PARs 97 and 132	Griggs	03/29/2005

<b>REFERENCE DOCUMENTS</b>	
Document Number	Document Title
IVV 05	Document and Data Control
IVV 16	Control of Quality Records

CHECK THE MASTER LIST at <http://ims.ivv.nasa.gov/>  
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 <b>Independent Verification &amp; Validation Facility</b>	<b>Document Control Custodian Work Instruction</b>	<b>IVV 05-1 Revision: E Effective Date: March 5, 2005</b>
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## 1.0 Purpose

The purpose of this procedure is to establish guidelines for processing Document Change Requests (DCRs) used to issue, revise, or delete NASA IV&V Facility Management System (IMS)-controlled documentation.

## 2.0 Scope

This procedure is applicable to all documents and forms which pertain to the IMS.

## 3.0 Definitions and Acronyms

### 3.1 Document Control Custodian (DCC) \*

The DCC is an individual, or alternate, responsible for creating, processing, and maintaining the record of DCRs. At the beginning of each calendar year, the DCC will initiate a Preventative Action Request (PAR) for each Process Owner, requiring that he or she review his or her process documents for needed changes.

### 3.2 Acronyms

DCC	Document Control Custodian
DCR	Document Change Request
IMS	NASA IV&V Facility Management System
PAR	Preventative Action Request
WI	Work Instruction

## 4.0 Flow Chart


N/A

## 5.0 Responsibilities

The NASA IV&V Facility Management System DCC will be responsible for implementation of this Work Instruction (WI).

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\* See [IMS Web Site](http://ims.ivv.nasa.gov/) for names.

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## 6.0 Procedure

- 6.1 DCRs will be numbered sequentially.
- 6.2 A DCR is required for all initiations, modifications, or cancellations of procedures and forms in the IMS.
- 6.3 Only one version of a specific procedure should be in the approval process at a given time. This is to prevent “changes to the changes”.
- 6.4 If a change to a document is out for review, and needs to be modified, the change should be “withdrawn” and a Rev “A” to the DCR issued to the review team.
- 6.5 In cases where a change is withdrawn in favor of a totally new submission, the original DCR will be cancelled and the new document issued on a new DCR number and Form 1000.
- 6.6 The signed DCR, procedure/form, and all comments will be maintained in the master file for a minimum of one year, or until the change is superseded by at least four changes.

## 7.0 Metrics

N/A

## 8.0 Records

Document Name and Identification Number	User Responsible for Record Retention	Retention Requirement	Location
DCR Log	Document Control Custodian	Permanent	Network shared drive